

SHORELINE PERMIT CHECKLIST

CONDITIONAL USE PERMIT

EXEMPTION

REVISION

SUBSTANTIAL DEVELOPMENT PERMIT

VARIANCE

SHORELINE PERMIT CHECKLIST | [SMP 8.2 & 8.3](#) & [WAC 173.27.180](#)

- ☐ Complete Master Planning Permit Application
- ☐ No net loss Shoreline Ecological Functions Evaluation [Form](#);
- ☐ Site Plan drawn to scale no smaller than 1":30' including
 - ☐ Vicinity Map; ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Site boundary, including property dimensions, extending from the street frontage (as applicable) to the outer harbor line, all state lease lands (existing and proposed), structures on adjacent properties from the ordinary high-water mark to the outer harbor line, tideland leases and ownerships, and harborline lease areas on adjacent properties and the identification of the name of the shoreline (water body) that the site of the proposal is associated with;
 - ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project; ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ A general description of the property as it now exists including its physical characteristics and improvements and structures; ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ A delineation of all wetland areas that will be altered or used as a part of the development;
 - ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Ordinary high-water mark of all water bodies located adjacent to or within the boundary of the project. This may be an approximate location provided, that for any development where a determination of consistency with the applicable regulations requires a precise location of the ordinary high water mark the mark shall be located precisely and the biological and hydrological basis for the location as indicated on the plans shall be included in the development plan. Where the ordinary high-water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high-water mark of a shoreline;
 - ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Typical cross section or sections showing:
 1. Existing ground elevation ☐ N/A ☐ Submitted on sheet(s) _____
 2. Proposed ground elevation ☐ N/A ☐ Submitted on sheet(s) _____
 3. Height of existing structures ☐ N/A ☐ Submitted on sheet(s) _____
 4. Height of proposed structures ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Where appropriate, proposed land contours using five-foot intervals in water area and ten-foot intervals on areas landward of ordinary height water mark, if development involves grading, cutting, filling, or other alteration of land contours. ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Show dimensions and location of existing structures which will be maintained.
 - ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Show dimensions and locations of proposed structures; parking and landscaping.
 - ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Identify source composition, and volume of fill material.
 - ☐ N/A ☐ Submitted on sheet(s) _____
 - ☐ Identify composition and volume of any extracted materials and identify proposed disposal area.
 - ☐ N/A ☐ Submitted on sheet(s) _____

- ☐ Dimensions and location of proposed utilities, such as sewer, septic tanks and drain fields, water, gas and electricity and sewage pump-out facilities if being installed.
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Shoreline designation according to the Master Program.
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Show which areas are shorelines and which are shorelines of state-wide significance.
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Indicate site location using natural points of reference (roads, state highways, prominent landmarks, etc.) ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ If the development involves the removal of any soils by dredging or otherwise, identify the proposed disposal site is beyond the confines of the vicinity map showing the precise location of the disposal site and its distance to the nearest city or town.
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Give brief narrative description of the general nature of the improvements and land use within 1000 feet in all directions from development site. ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ A general indication of the character of vegetation found on the site;
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ On all variance applications, the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses;
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Plans for development of areas on or off the site as mitigation for impacts associated with the proposed project shall be included and contain information consistent with the requirements of the Shoreline Master Program; ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ A plan of the proposed landscaping and screening shall be incorporated into plans submitted for site plan review or projects which require hearing examiner review. The plans shall be drawn to scale and contain the following, in addition to the significant tree survey and tree retention survey required by GHMC [17.98.040](#);
- ☐ Parking and vehicle use areas, driveways and walkways;
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Buildings or structures, existing and proposed; ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ All proposed new landscaping, including the location of marine vegetation conservation strip area, if required pursuant to [SMP 6.2.3.2](#). If required, the marine vegetation conservation strip shall comply with the planting requirements of [SMP 6.2.4](#) and [6.2.5](#) as applicable. Landscape plan shall include the location, species, diameter or size of plants using both botanical and common names. Drawings shall reflect the ultimate size of plant materials. Alternatively, a schematic landscape plan can be submitted showing planting zones. Each planting zone shall include typical shrub and groundcover species and typical size and spacing at planting. All landscape plans shall include the location, species, and diameter or size of all proposed trees;
☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Schematic irrigation plan showing irrigation zones and proposed irrigation techniques within each zone as set forth in [GHMC 17.78.045\(C\)](#); ☐ N/A ☐ Submitted on sheet(s) _____
- ☐ Identification of tree protection techniques. ☐ N/A ☐ Submitted on sheet(s) _____

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.

Planning Division | 3510 Grandview Street | Gig Harbor, WA 98335 | 253.851.6170 | gigharborwa.gov

The City of Gig Harbor is pleased to offer electronic plan review.

Please submit completed [Intake Request](#) form to planningintake@gigharborwa.gov

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